Adding a Creditor

Note: Remember to always search for a creditor before adding.

Step 1   Click **Add Creditor** hyperlink (**See Figure 30-1**).
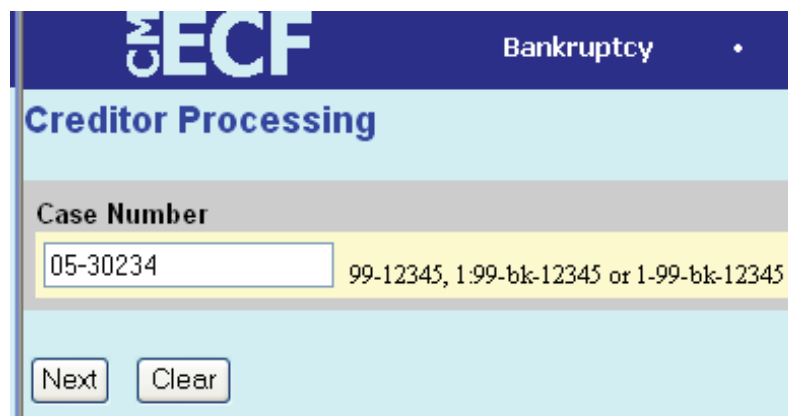
Figure 30-1

Step 2   Enter the **Case Number** in the **yy-nnnn** format (**See Figure 30-2**).

Figure 30-2

• Click **[Next]**.

Step 3   The **Creditor Information** screen appears (See **Figure 30-3**).

Figure 30-3

Note: CM/ECF will warn the user if the case already contains creditors.

- Enter the creditor name and address information.

    Remember: 5 line maximum
                Each line no more than 40 characters
                Avoid special characters (# & C/O are okay)
                Account number/attention line placed on line 2
                City, state and zip code on last line
                Zip + four must include hyphen
                State must be two-letter abbreviation

- Enter defaults as **Creditor**. Other values available may be:

                Administrative
                Limited Notice
                Notice of Appearance
                20 Largest Unsecured Creditors

- If the creditor is a member of the creditor committee, click **[Yes]** after the **Creditor Committee** button.

- If there are more than one creditor, please separate the creditors with a blank line.
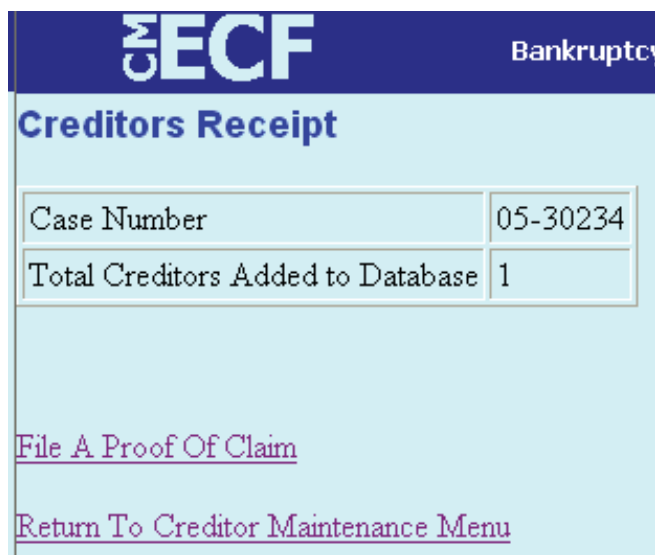
Step 4   The **Total Creditors Entered** screen appears (**See Figure 30-4**).

*   Verify the number of creditors you have entered.

*   If the number is not correct, click the **[Back]** button (from the browser menu) to review your entries.

*   If the entries are correct, click **[Submit]**.

Step 5   The **Creditors Receipt** screen will appear (**See Figure 30-5**).

Figure 30-4

This screen confirms the number of creditor records that have been added to the creditor database.

When claims are filed in CM/ECF, they are attached to the specific creditor record of the claimant.

The **Proof of Claim** module is accessible on this screen so a claim can be added to this new creditor in one continuous operation.

Figure 30-5